Accessing the online platform for the first time

Below are the steps to access the platform for the very first time, this is different the first time as you must agree to terms and conditions and set a password, **you only have to do these steps once**.

1. Receive an email with access link

You will receive an email from Event platform called **ReAttendance** (Support@reattendance.com) including an access link to our conference platform, like the below example, click the link that says **'Access your event'**.

Your Upcoming Event - Access Details

support@reattendance.com
To 🟢 Garoghan, Allison

ⓘ This item was not completely updated during the last sync with the server. Click here to review other versions.
If there are problems with how this message is displayed, click here to view it in a web browser.

Hi Allison Garoghan

Welcome to your event, taking place on the Reattendance - the world's finest virtual and hybrid events platform!
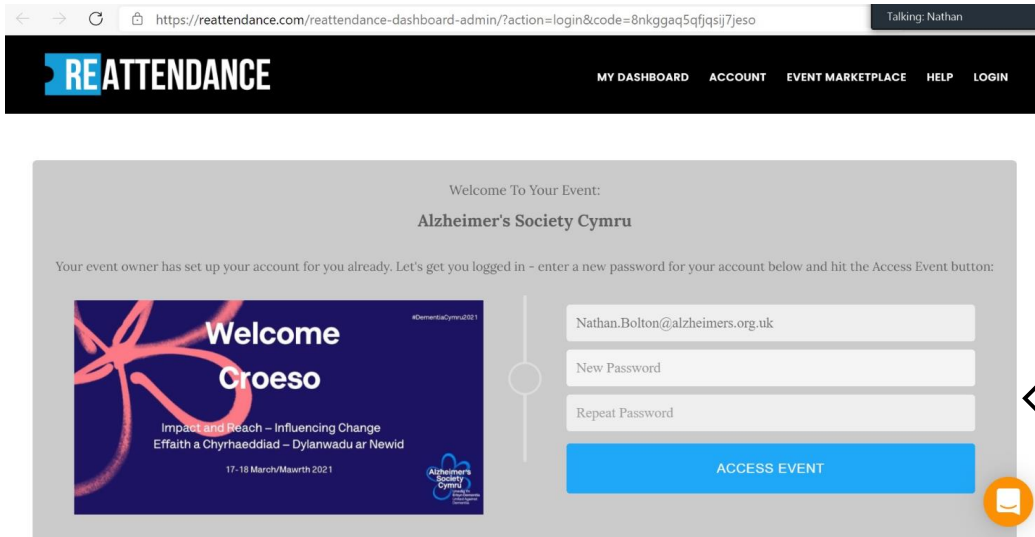
We have created you an account to login. Please click the following link to get into the event, create a password and then head to your attendee dashboard:

Access Your Event

In your Attendee Dashboard you can set your timezone and start editing your business card (if you'd like to). You'll then be able to access the event at the bottom of your dashboard under "Live Scheduled Events",
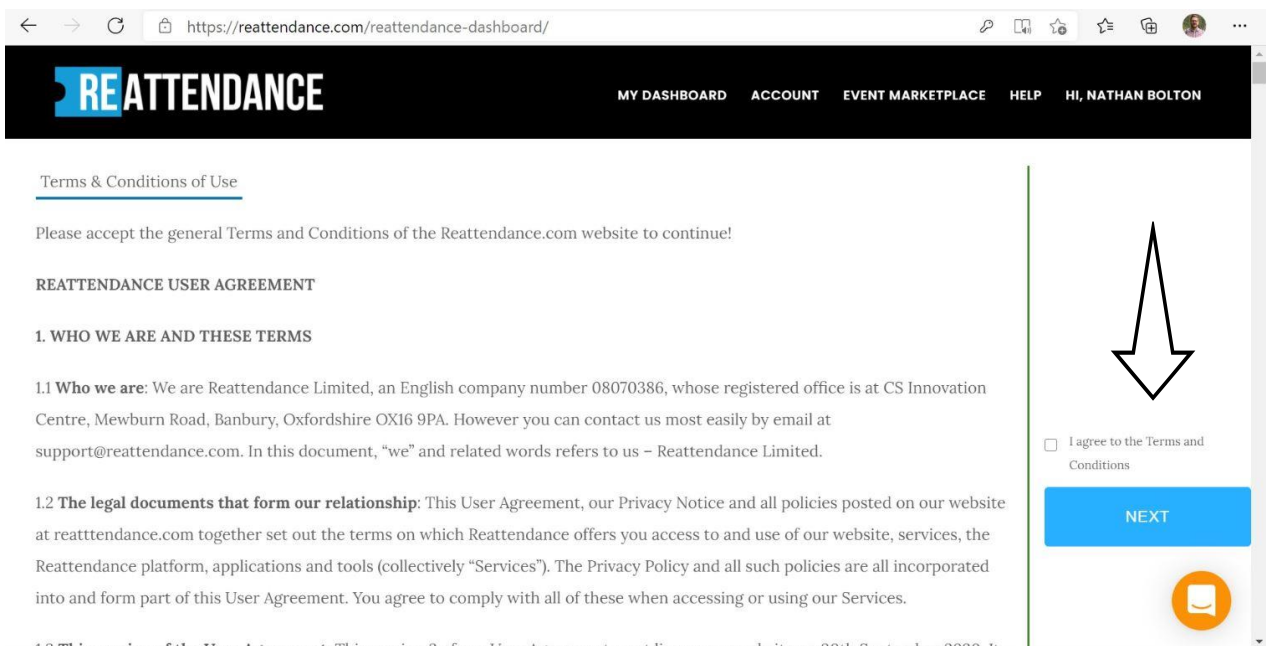
2. Set up your password

Create a password and add this into these 2 boxes, make a note of your password somewhere safe as you will need it when you log in again. Click '**Access Event**'
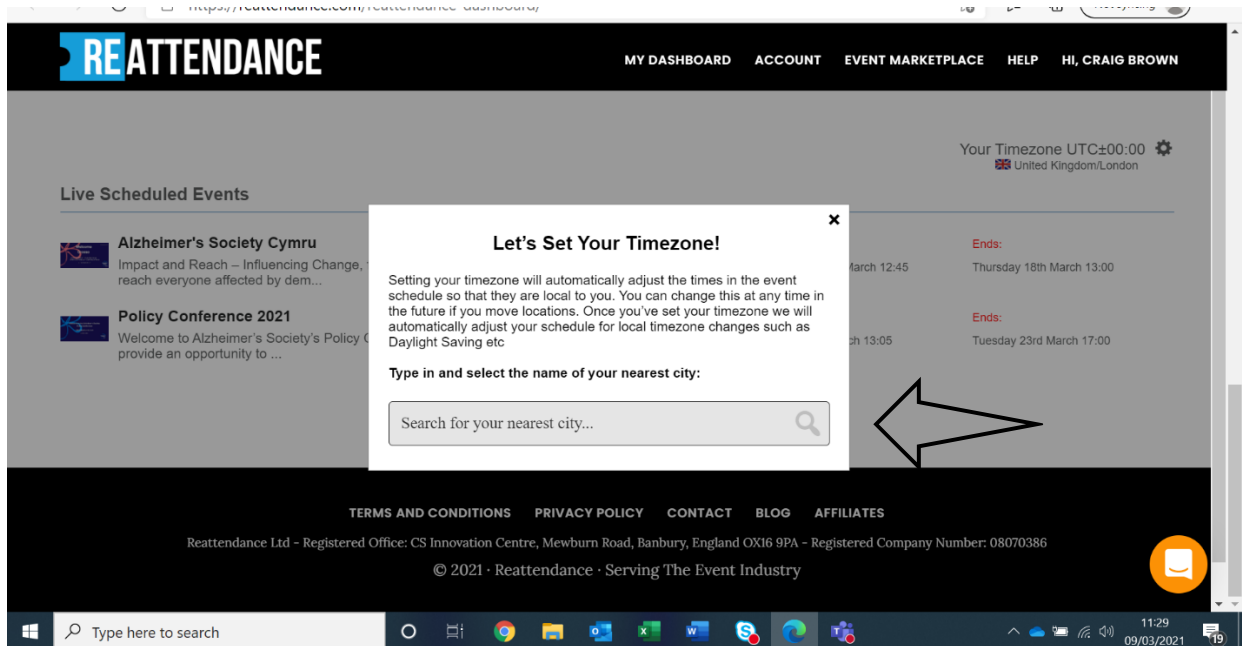
3. Terms and Conditions

Agree to the event platform Terms and Conditions by ticking the box on the right-hand side and the 'next' button.

4. Set your time zone

Set your time zone by searching in the box for your closest city, if you are unsure of your closest City then type 'London' in the text box and enter.
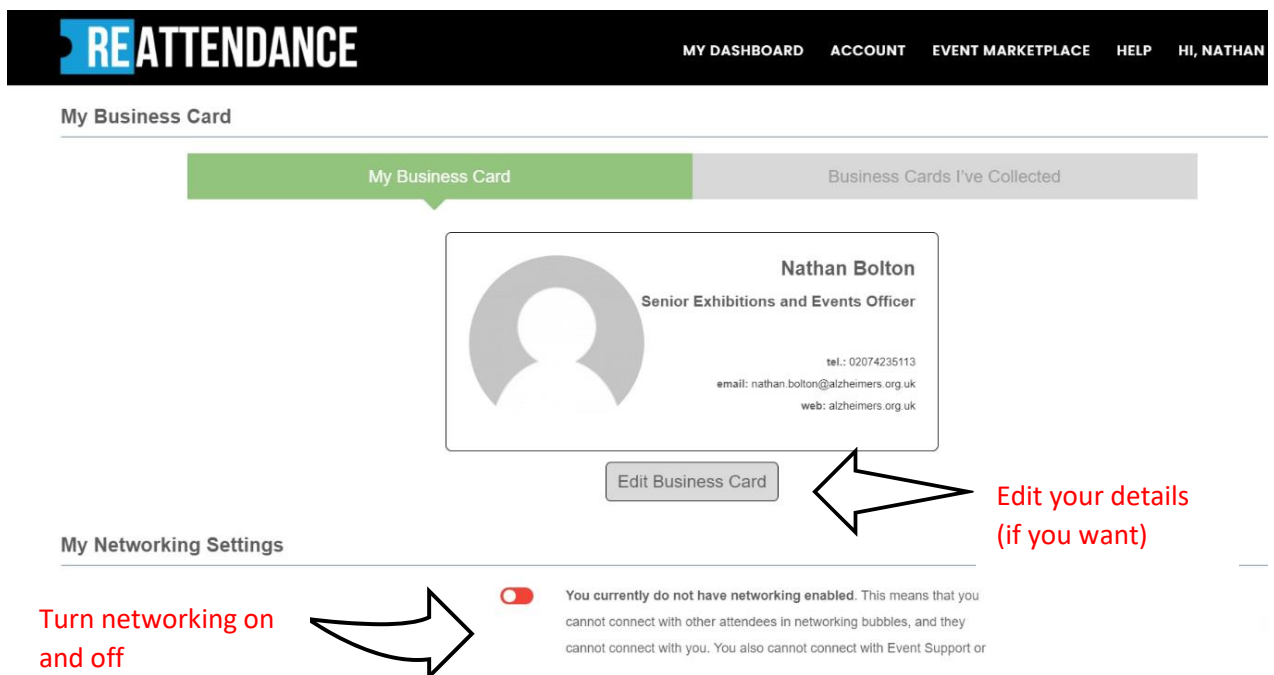
5. Set up your name badge (Business Card) and entering the event

On this page you can set up any details you would like to share with others by clicking 'Edit Business card'.

You can select if you want to network or not using the network settings tab. If networking is on this allows other delegates and Alzheimer's Society staff to speak to you.

You can enter the event by clicking on the event name at the bottom.

Edit your details (if you want)

Turn networking on and off

Live Scheduled Events

Northern Ireland Conference

The coronavirus pandemic is having a devastating impact around the world. In the UK, people affected by dementia have been hardest...

Click to enter event

Starts:

Tuesday 21st September 11:45

Need help?

If you need help whilst setting up your account call our Conferences and Events team, Allison Garoghan on **0207 423 5164** or Craig Brown **0207 423 7339**.